

Chief, Management Staff

28 March 1957

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Weekly Report - Week Ending 27 March 1957

1. Contributions

a. Tangible

- (1) 363 cubic feet of inactive records received by the Records Center.
- (2) 33 cubic feet of inactive records destroyed and transferred out of the Records Center.
- (3) Completed 12 new and revised forms; including substantial revision of Security Check Officer List (Form 109) to provide for 25% savings in paper by reducing size and redesigning to permit use for 26 days instead of 24.
- (4) Revised a portion of the Records Control Schedule for FBID to provide for destruction of more of their records.
- (5) Completed preliminary review of Records Control Schedule prepared by Area Records Officer, Office of Comptroller, and returned it for reconsideration of disposal instructions on certain items.

b. Intangible

None

2. Assignments (Active)

- a. Twenty new and revised forms in process
- b. Records Disposition Program OCR, 68% complete
- c. Records Disposition Program, Logistics; Records Control Schedule prepared by their Area Records Officer reviewed and returned for use.
- d. Use of Shelf Filing - Biographic and Industrial Registers
- e. Development of Intra-Agency Chain Envelope

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f. Courier Receipt and Log Form

g. Records Management Survey - Stock Management and Requirements Section, Logistics Office.

h. Installation of filing system Graphics Registry

3. Assignments (Inactive)

a. Installation of Filing System, OSI

b. Review of Vital Materials Deposit Schedule Personnel Office

4. News

a. 60 additional sections of steel shelving ordered for installation in the aisles and processing areas of the Records Center to increase capacity by approximately 3000 cubic feet.

b. Tentative arrangements made to prepare a Records Control Schedule for the Commercial Staff including records of PAPS.

25X1

25X1

Mgt/S/RMS/

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